



March 11, 2005

Warehouse Managers  
Property Controllers  
Business Services Officers

As noted in the recent memo from the Director of the Department of General Services, the State of California Property Reuse Program is implementing a new automated business management system. This system, the California Surplus Property System (CSPS), will allow online web-based submission and approval of Property Survey Reports (STD. 152), Transfer of Location of Equipment Reports (STD. 158) and a real time listing of current property that is available at the National Drive warehouse. Also included is a feature that will allow state departments to view and list property that is available for transfer between state customers. Additionally, bar code technology will provide inventory accountability and ease of customer checkout at the National Drive facility.

On March 21, 2005, the California Surplus Property System will become fully operational. For an online tutorial about the capabilities, attributes and how to use this new Internet based system, please go to the following Internet address and click on the CSPS Tutorial link.

Web address: <http://www.pd.dgs.ca.gov/surplus>.

During that week of March 21, state agencies are advised to register as CSPS web users and create a password to access new system processes. Available Monday, March 21, the Property Reuse Program new Internet home page will have new links to the CSPS to facilitate this action. In the meantime, please take time to learn about CSPS by reviewing the web-based tutorial mentioned above.

Although state agencies will have until April 15 to continue using FAX, mail and walk-in submission of Property Survey Reports (STD. 152) and Transfer of Location Reports (STD. 158), for timely approval and return of those documents it is recommended that the online CSPS submittal process be used. After April 15, 2005, those forms must be submitted using the web based CSPS. Mailed and FAX submitted STD. 152s and STD. 158s shall thereafter be returned for submission through the CSPS Internet process. In Sacramento, walk in submissions maybe be arranged by appointment on Mondays.

If you require additional information concerning CSPS, I am available either by email or phone.

Sincerely,

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